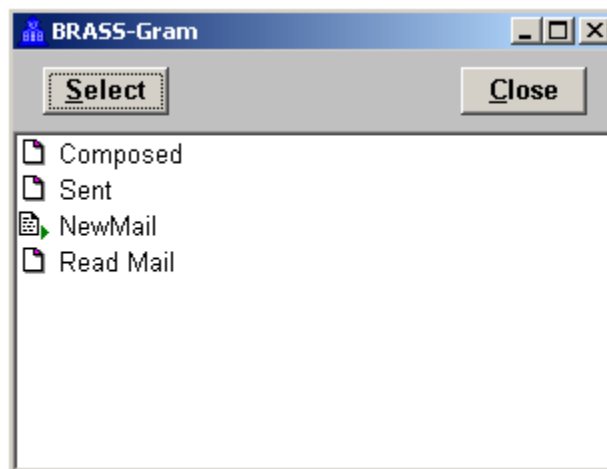


BRASS-Grams

BRASS includes an internal email system that allows you to send electronic “**BRASS-Gram**” messages to other **BRASS** users. The Budget-Gram function can be accessed in two ways: 1) From the **BRASS** menu by clicking on Budget-Gram; and 2) From the “Reason for Change” box that appears when saving budget forms after the first time.

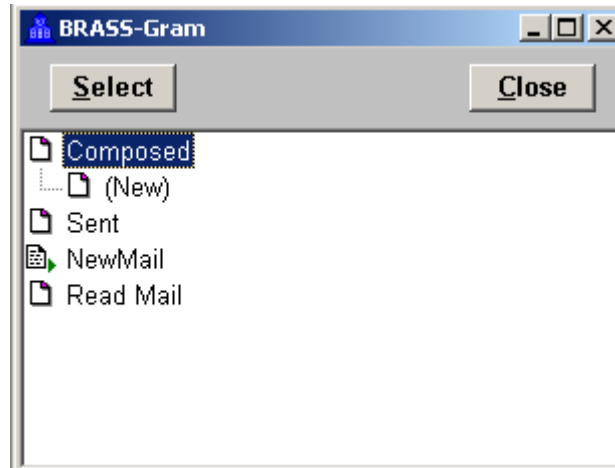
Accessing Budget-Gram from the BRASS Menu

From the main **BRASS** screen, click on **BRASS** → Budget-Gram. The **BRASS-Gram** window will appear. Any folders that contain messages will have lines in them.

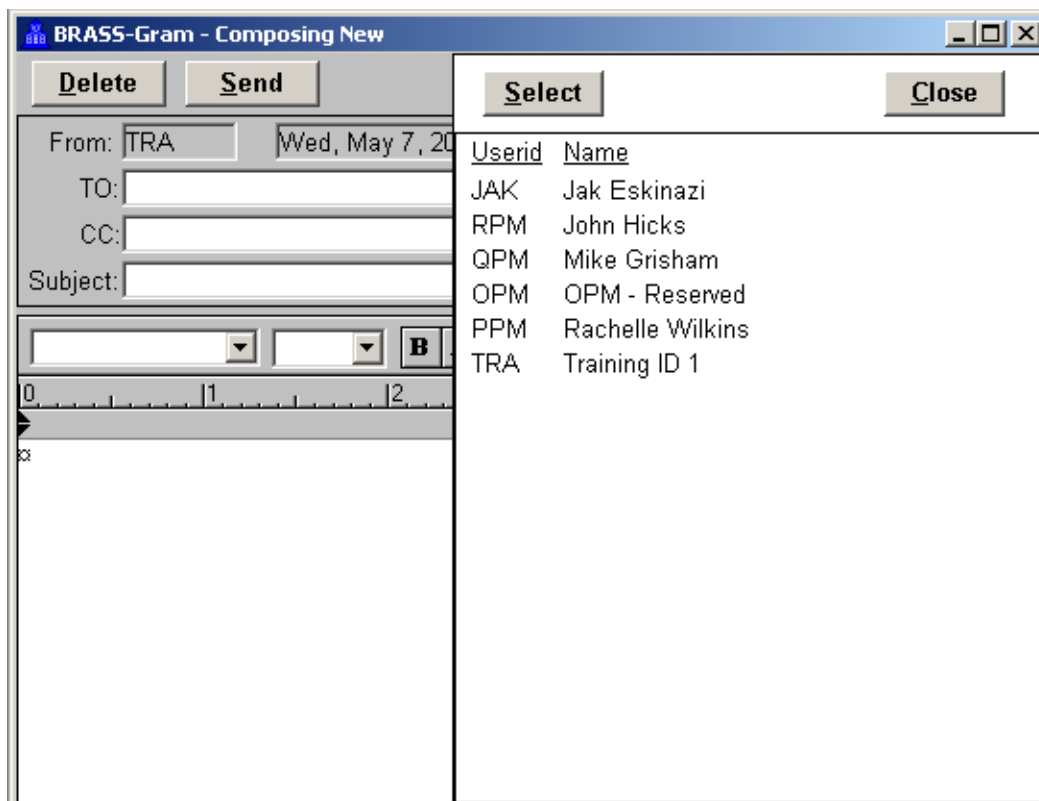


Sending BRASS-Grams from the Main BRASS Desktop

To compose a new **BRASS-Gram**, double click on Composed. Highlight New and double click or single click on Select. The **BRASS-Gram** – Composing New windows will appear.



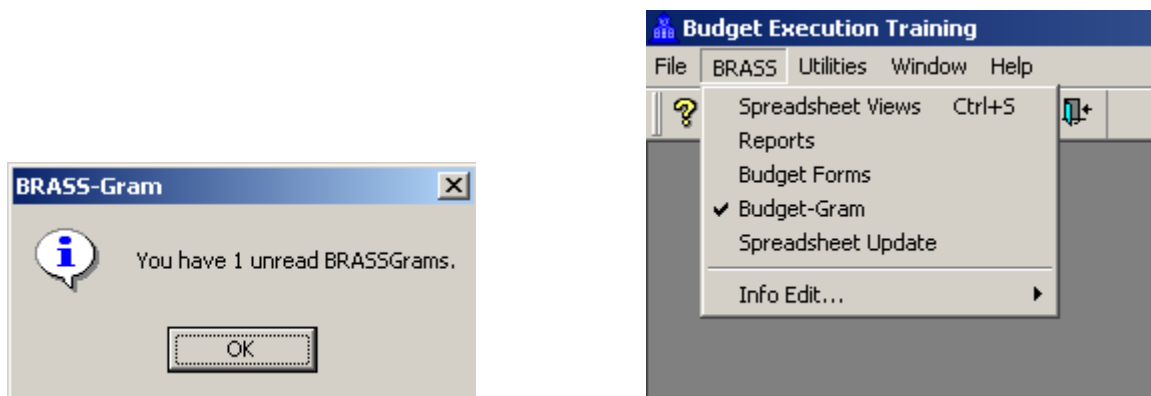
Your Internal User ID will appear in the From field. The Internal User ID is used inside of **BRASS** only and is not one that you will need to remember. Click on the ↓ arrow to the right of the TO or CC fields to open a list of all **BRASS** users. Highlight the user you wish to send or CC the **BRASS**-Gram to and click Select. You can send **BRASS**-Grams to additional users by highlighting their Ids and clicking Select again. When you have finished, click Close to close the window.



After you have composed your **BRASS**-Gram, click Save to save it without sending it, or click Send to send it. If you click Save, the **BRASS**-Gram will be saved by Subject under the composed folder. If you click Send, a copy of the message will be saved under the Sent folder.

Reading BRASS-Grams

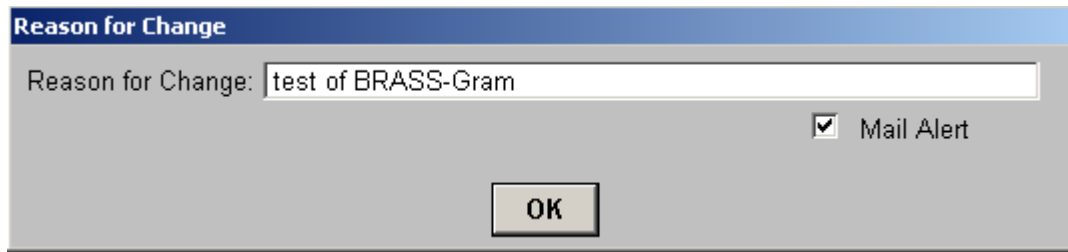
If you have **BRASS**-Grams waiting, you will receive a notification when you sign on to **BRASS**. You will also be informed when you look at the **BRASS** menu structure as the Budget-Gram line will appear with a check mark.



To read your waiting **BRASS**-Grams, Select **BRASS** → Budget Grams. Click on the NewMail folder. Each **BRASS**-Gram that you have received will be shown below. To read a message, highlight it and double-click or click Select. After you have read the message, you can click Save to save the message and move it to the Read Mail folder, or Delete to delete the message permanently.

Accessing Budget-Gram from the Reason for Change Box

Budget-Grams can be used to notify a reviewer in the next Stage that a budget form is ready to review. To access the **BRASS**-Gram feature, click the Mail Alert box on the Reason for Change window and then click OK.



A screenshot of a software dialog box titled "Reason for Change". The dialog has a blue header bar with the title. Below the header, there is a text input field labeled "Reason for Change:" containing the text "test of BRASS-Gram". To the right of the input field is a checked checkbox labeled "Mail Alert". At the bottom center of the dialog is an "OK" button.

This will take you to the Budget-Gram module in **BRASS**. You can complete the Form and Serial Number information and click Send, or save your **BRASS**-Gram as shown above.